

CHICOPEE HOUSING AUTHORITY

Agenda for the

REGULAR MEETING OF THE AUTHORITY

To be Held at

7 Valley View Court

July 9, 2008

1. Roll call, Members of the Authority:

Call to order at:

By:

Present:

Absent:

Chester Szetela
Ruth Vanderlick
Brian Hickey
Charles Swider
Bruce Socha

Also in attendance were the following: Secretary Monica Pacello Blazic, Assistant Executive Director, Patricia A. Murry, Modernization Coordinator, Don Dunn, Assistant Modernization Coordinator Robert Kachinski, Maintenance Operations Manager David Dymek, and Carmen Estrada, Recording Secretary.

- 2. Tenant Organization Input**
- 3. Reading of the Minutes of the Meeting**
- 4. Reading of the Correspondence.**
- 5. Payment of the Bills.**

A tabulation of those bills to be paid is contained in the Member's folders

- 6. Committee Reports.**

7. OLD BUSINESS

8. NEW BUSINESS

- A. An invoice in the amount of \$ 9822.69 has been received from the firm of Hassett & Donnelly P.C. for their services to the DHCD retained risk program. This invoice is in accordance with the terms of their contract.

Motion to Pay

- B. The Actual Comprehensive Grant Cost Certificate Form is being submitted to HUD to certify that modernization work has been completed and funds in the amount of \$698,015.00 have been incurred and paid out by the Authority in accordance with the terms of the Comprehensive Grant Program.

Resolution required for approval

- C. (Info) A memo from the Housing Authority Insurance Group announcing that an additional policy dividend in the amount of \$4,161.01(federal property insurance) has been awarded to the Authority based on financial performance. See the attached copy of the check dated 6-11-08.
- D. (Info) The CBI Consulting Inc. has submitted an Exterior Building Façade Investigation Report regarding the condition of the concrete balconies at the Birch Bark Place Apartments (667-8). This report was carried out in accordance with the contract CBI Consulting Inc has with DHCD and was required in order to ascertain what repair work will be required at the site.

- E. On June 27, 2008 the Housing Authority received proposals for the administration of an After School Program at the Cabot Manor Apartments (AMP8-1). Only one proposal was received by the deadline for submittal. The proposal from Valley Opportunity Council was reviewed by staff, and in response to issues raised by staff, Valley Opportunity Council responded in a letter dated July 8, 2008. A report will be given by staff.

Resolution to award the contract is recommended

- F. The Housing Authority is in receipt of a change order from the firm of New England Door Closer, Inc for an extension of time to their contract for services to install a new sliding door at Canterbury Arms Apartment (MA8-3). This action is allowed under contract requirements and does not create a financial problem.

Resolution to approve

- G. The firm of Gardner Construction & Industrial Services Inc. has submitted a Certificate of Final Completion and the Application and Certificate for Payment in the amount of \$720.00 for the concrete balcony work at Fairhaven Apartments (667-6).

Resolution to approve

- H. (Info) Letter from Nan McKay & Assocs. Inc. announcing that Dave Dymek, Maintenance Operations Manager, has passed the Public Housing Maintenance Management certification examination.

- I. Soldier On requested a meeting with the Mayor regarding the Mayor's desire to develop a Veterans Center in Chicopee. The Housing Authority was requested to attend. Preliminary planning concepts were discussed.

9. ADJOURNMENT

The next REGULAR MEETING of the CHICOPEE HOUSING AUTHORITY
will be held on July 23, 2008